

TransLink Management Group and TransLink Operating Group

2004-06-21 14:00:00.0

The TransLink Management Group and the The TransLink Operating Group shall undertake activities necessary for the efficient and effective operation of the TransLink fare payment system.

This agenda was updated 2005-05-23 17:31:11.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Mike Lee, mlee@mtc.ca.gov, 510.817.5812

Roll Call

1.

Action: Confirm Quorum

Minutes ? Meeting of May 10, 2004*

2.

Action: Approval

Report of the Chair

The Chair will report on TransLink®-related activities.

3.

Presented by: S. Schroeder, BART

Action: Information

TransLink® Contract Manager Report

Mr. Driver will report on overall project status, with a focus on activities related to Phase 2.1 card, reader, and back-end system upgrades.

4.

Presented by: R. Driver, MTC

Action: Information

Finance Committee Report**

5.

Presented by: A. Carey, Muni

a. **FY 05 Operating Budget**

TOG is being asked to approve the TransLink® operating budget of \$4,853,493 for fiscal year 2004-2005 and forward it to the TMG for final adoption. This budget will cover ongoing operating costs incurred through the Motorola/ERG and SBC communication services contracts.

Action: Approval and Refer to TMG

RM-2 Initial Project Reports

Current statute requires Regional Measure 2 project sponsors to submit an Initial Project Report (IPR) to MTC to be eligible for funding. TOG is being asked to approve four IPRs

- b.** *and forward them to the TMG for final adoption. The four IPRs are TransLink® Capital (\$22 million), Commuter Benefit Promotion (\$5 million), Integrated Fare Structure Program (\$1.5 million) and Operating Program (\$20 million).*

Action: Approval and Refer to TMG

MTC Contract Amendment: Communication Services

MTC currently contracts with SBC for network communication services. TMG is being

- c.** *asked to approve an amendment to this contract in the amount of \$175,000 for FY 2004-2005.*

Action: Approval and Refer to TMG

MTC Contract Amendment: Marketing Support

MTC currently contracts with Fleishman-Hillard for marketing support of its regional

- d.** *customer service projects, including TransLink®. TMG is being asked to approve an amendment to this contract in the amount of \$174,000 for FY 2004-2005.*

Action: Approval and Refer to TMG

MTA Site Preparation Funding Agreement

MTC is seeking approval to enter into a funding agreement with VTA in the amount of

- e.** *\$2,237,855 for site preparation construction activities to support the implementation of TransLink®. TOG is being asked for approval of the funding agreement and to forward the item to the TMG for final approval.*

Action: Approval and Refer to TMG

Marketing Guidelines

- f.** *Ms. Carey will present a set of marketing objectives and tactics intended to guide the development of operator-specific marketing plans for Phase II.*

Action: Approval

Allocation of RM-2 Capital Funds

Mr. Driver will present the option of using RM-2 capital funds to backfill the operator incentive program.

6.

Presented by: Driver, MTC

Action: Information

Schedule Committee Report

7.

Presented by: G. LaBonte, BART

Status of Schedule and Mandatory Milestone Table Update

Mr. LaBonte will report on the updated Mandatory Milestones Table and provide a

- a.** *status report on efforts to incorporate Muni, Caltrain/SamTrans, and VTA into the approved baseline project schedule.*

Action: Information

Design Review and Implementation Committee Report

8.

Presented by: A. Carey, Muni

Design Review

- a.** *Ms. Carey will provide a status on progress achieved toward completing the design review process.*

Action: Information

Pending Change Order Update

- b.** *Ms. Carey will provide an update of ongoing work on pending Change Orders.*

Action: Information

TOG Procedures**

Ms. Antion is seeking approval for a proposed process for managing design review

approvals, change notices, change orders, and requests for new funding or reallocation of

- 9.** *budgeted funds.*

Presented by: K. Antion, KAC

Action: Approval

- 10.** **Sponsorship of APTA Fare Collection Workshop**

Tom Parker is seeking authorization of TMG sponsorship of APTA Fare Collection Workshop during the third week of March 2005.

Presented by: T. Parker, BART

Action: Approval

11. Public Comment/New Business

12. Adjournment/Next Meeting

Next meeting

2004-07-12 14:00:00.0

AC Transit

5th Floor Conference Room

1600 Franklin Street

Oakland, California

If you have any questions about this agenda, please contact MTC Staff, Russell Driver, at (510) 817-3252.

* Attachments sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

** To be distributed later to committee members, key staff, and others as appropriate. Copies will be available at the meeting.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing a request-to-speak card (available from staff) and passing it to the committee secretary or chairperson. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are tape-recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment.

Sign Language Interpreter or Reader: If requested three (3) working days in advance, sign language interpreter or reader will be provided; for information on getting written materials in alternate formats call (510) 464-7787.

Transit Access to Golden Gate Bridge Toll Plaza: Muni buses 28 and 29. Any northbound or southbound Golden Gate Transit route crossing the Golden Gate Bridge (Toll Plaza bus stop). For more detailed transit information go the web site <transit.511.org>.

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?Highway 101 South

?At Toll Plaza, stay in rightmost toll lane

?Turn right just beyond Toll Plaza

?Continue to the right into parking lot

?Toll Plaza Administration Building is located adjacent to the toll booths

From South:

?Highway 101 North

?Follow signage to Golden Gate Bridge

?Take the Golden Gate Bridge ?Last San Francisco? exit (just before Toll Plaza)

?Bear left and travel under tunnel to stop sign, then continue into parking lot

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